

**Arlington Redevelopment Board**  
**July 20, 2015 Minutes**  
**Town Hall Annex, Second Floor Conference Room, Town Hall – 7:00pm**

Approved: August 10, 2015

This meeting was recorded by ACMi.

**PRESENT: Chair, Andrew Bunnell, Mike Cayer, Bruce Fitzsimmons**

**ABSENT: Andy West**

**STAFF: Carol Kowalski**

---

Documents Used:

Oaktree Outline Memo written by Carol Kowalski

The Chairman opened the meeting at 7:05pm. Mr. Bunnell stated that the meeting was being recorded by ACMi and turned to the first agenda item of estoppel certificates for Arlington 360. Ms. Kowalski summarized the report provided by Laura Wiener, Director of Housing. Mr. Fitzsimmons brought up whether the Board should give the Chair the authority to sign the estoppel certificates based on when staff and Town Counsel determine it is appropriate to sign them. Mr. Fitzsimmons moved to give the Chair of the ARB the authority to sign the estoppel certificates if he determines it is appropriate to do so under the advice of the Planning staff and Town Counsel. Mr. Cayer seconded.

Mr. Bunnell turned to the next agenda item of the ARB's input to the Board of Selectman regarding the proposed 40B development at the Mugar property in East Arlington. Ms. Kowalski summarized that the purpose of this item is for the Redevelopment Board to determine if they want to give any input to the Board of Selectmen as the Board of Selectmen considers a response to the application of Oaktree Development being submitted to Mass Housing. Ms. Kowalski said that Oaktree would be giving a presentation on August 12, 2015 in the Town Hall Auditorium to present their plans. The Board could consider including certain issues presented in a handout provided by Ms. Kowalski. Ms. Kowalski pointed out that the Open Space Plan and the Master Plan both call for conservation of the Mugar land. Ms. Kowalski said that the Board can point out that the Town does not consider this a site that is appropriate for development. The Selectmen will be crafting their response after the August presentation.

The Board asked for a timeline to submit comment. Ms. Kowalski said ideally comments from the Board would be submitted prior to August 12, 2015. The Board discussed upcoming meeting dates to consider making a final draft to submit to the Board of Selectmen.

Mr. Fitzsimmons asked if Ms. Kowalski would draft a letter of recommendation and then the Board members would each submit comments. Ms. Kowalski said she will let the Board of Selectmen know that the ARB is preparing a statement to consider in their response.

Mr. Cayer asked if TAC would provide a letter as well, or if it was too early in the process. Ms. Kowalski said she wouldn't be surprised if TAC already had information on the area, in which case the Board of Selectmen might request something from them as well.

The Chairman moved to the agenda item of designating an ARB member to the CPA Committee. Ms. Kowalski said the Board could appoint a member but they might want to wait until a fifth ARB member is appointed soon, or the ARB might want to wait until all the seats of the CPA Committee and the Master Plan Implementation Committee are filled. Mr. Cayer said that he was leaning towards volunteering for the CPA Committee rather than other open seats that are available for an ARB member to fill.

Ms. Kowalski moved onto the item of the Master Plan Implementation Committee, and what members would make up the committee. Ms. Kowalski said there is twice as much interest in this committee than the other committee openings and suggested that the committee could be expanded to accommodate the interest. Ms. Kowalski reviewed the applicants that have applied thus far.

Mr. Fitzsimmons asked for clarification on the Town Manager's appointees and the ARB's appointees. Ms. Kowalski said that these recommendations would all come from the same list of applicants. Mr. Cayer pointed out one applicant that could be the Town Moderator's appointee.

Mr. Bunnell asked if certain applicants had experience with housing, and specifically affordable housing. Ms. Kowalski said it was possible that one applicant did, but she was not positive.

The Board and Ms. Kowalski discussed where the applicants would best fit within the open positions. Ms. Kowalski said she would try to arrange a spreadsheet and collect resumes so the Board can get a better sense of which applicant fits each opening best.

The Board turned to the Work Tracking Update item on the agenda. Ms. Kowalski said that she is waiting to receive the signed copy of the 23 Maple Street lease. The porches and entryways at 23 Maple Street have an RFP out for bid. Last week, the Planning Department received a request for proposal from the Commonwealth to be the Landlord for the Department of Mental Health and Department of Developmental Services. The RFP looks very similar to the last RFP and bids are due August 12, 2015. Ms. Kowalski asked a member of the Board to work with her on suggested rent proposals. Mr. Fitzsimmons volunteered. Ms. Kowalski discussed the status of the site paving for 20 Academy Street. Ms. Kowalski said they are waiting to hear if they received a grant application for Jefferson Cutter House. Ms. Kowalski mentioned that there is a request submitted to the Board of Selectman to get two ADA parking spots on Maple Street as well. Ms. Kowalski summarized two upcoming special permit reviews coming up in August and September. Design Guidelines booklets will be available for review shortly. Lastly, benches and street furniture started going into select areas last week in East Arlington.

The Board turned to the agenda item of approving the meeting minutes. Mr. Cayer moved to accept the minutes of June 15, 2015 as amended. Mr. Fitzsimmons seconded. All voted in favor. Mr. Fitzsimmons moved to approve the minutes of June 22, 2015 as amended. Mr. Cayer seconded. Mr. Cayer moved to adjourn. Mr. Fitzsimmons seconded. All voted in favor.